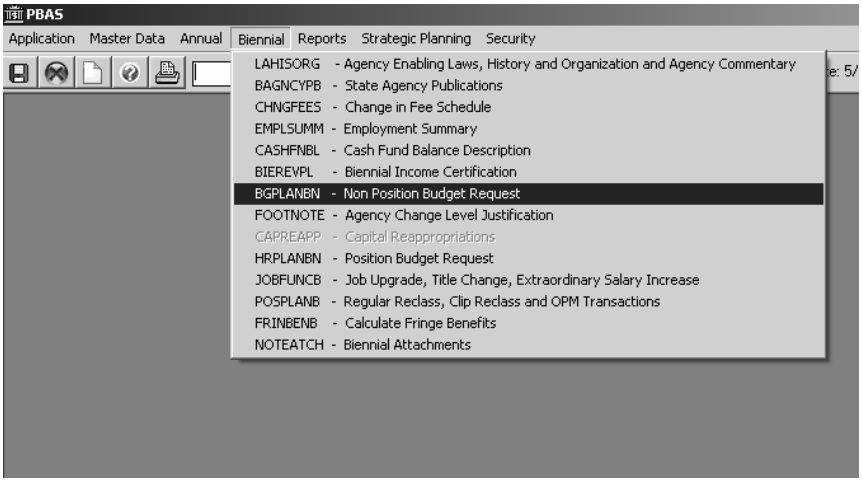
AN AASIS SUPPORT CENTER TRAINING GUIDE
Chapter 2
PBAS Biennial Non Position Budgeting

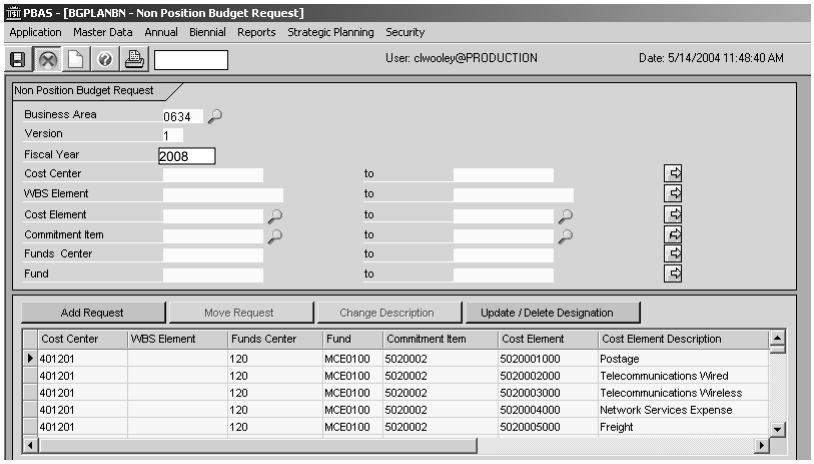
AASIS Support Center
April 2006

C01 Change in Program

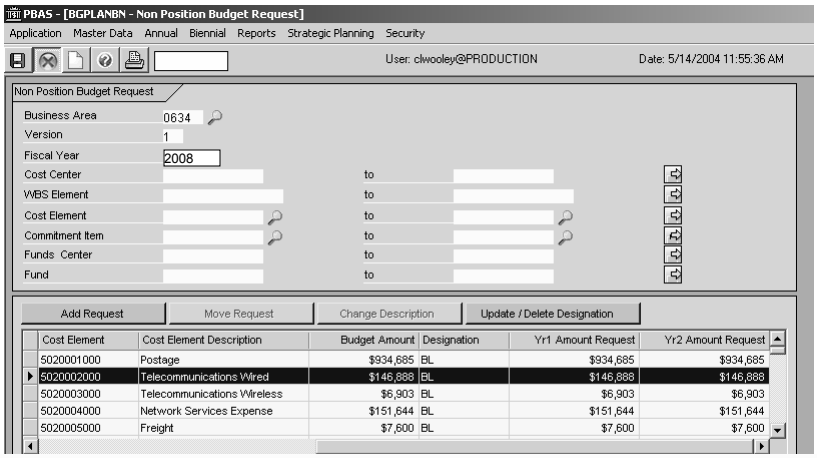
- This change level designation is used when additional appropriation is needed in an existing program within the Agency.



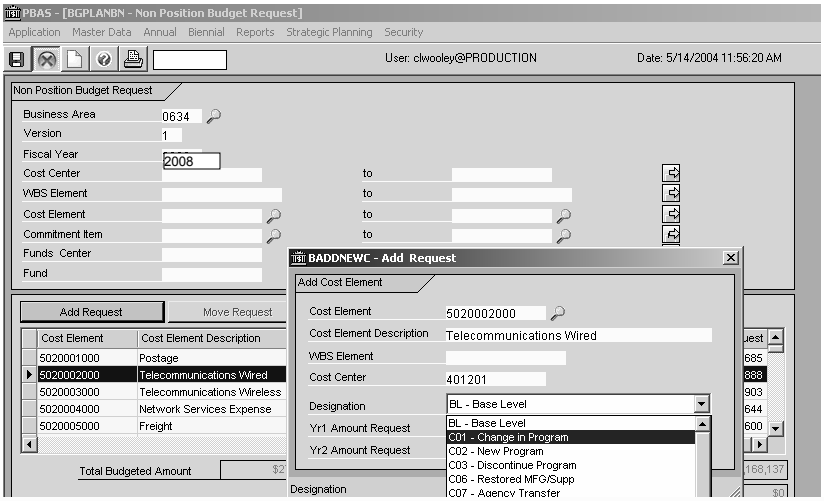
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



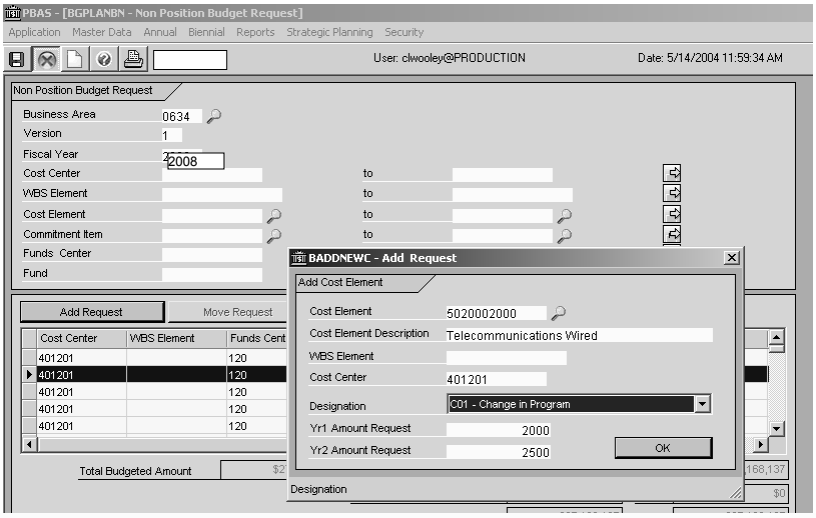
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



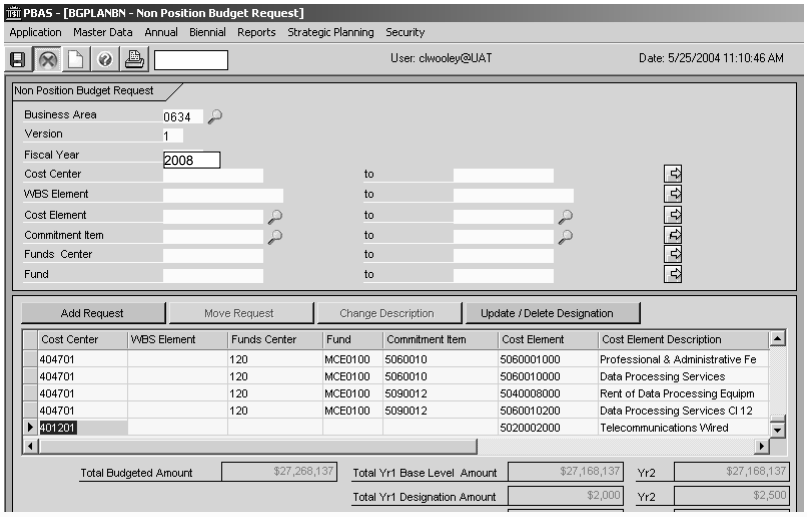
Select the line to add the change level by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.



The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C01-Change in program.

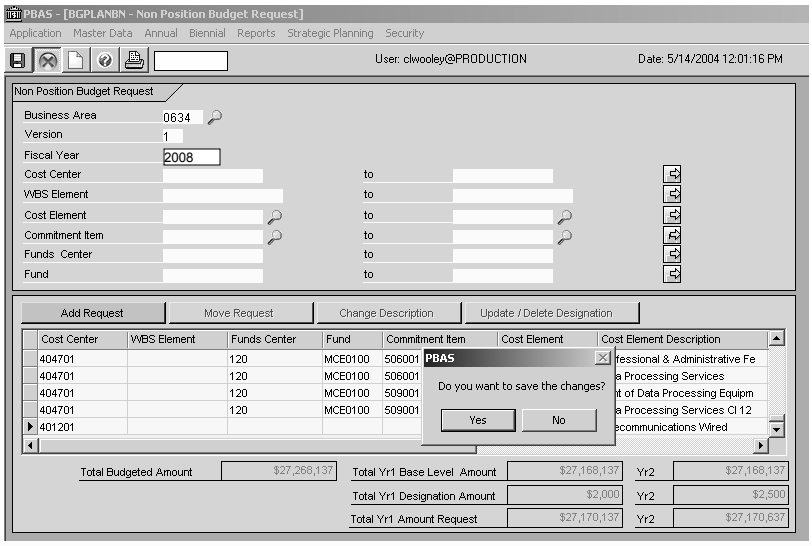


Enter the amount of the change level for each year and click OK.

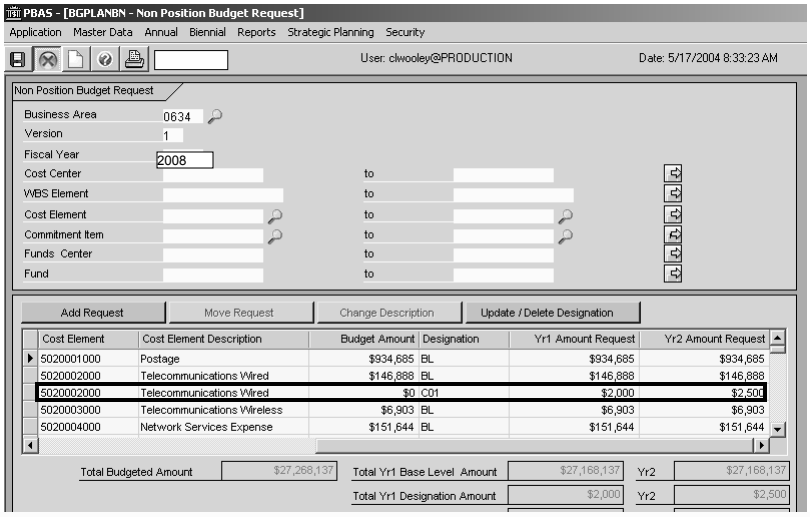


The change appears at the bottom of the grid. Review the change before saving.

-8



Click the save icon and then click yes to save the changes.

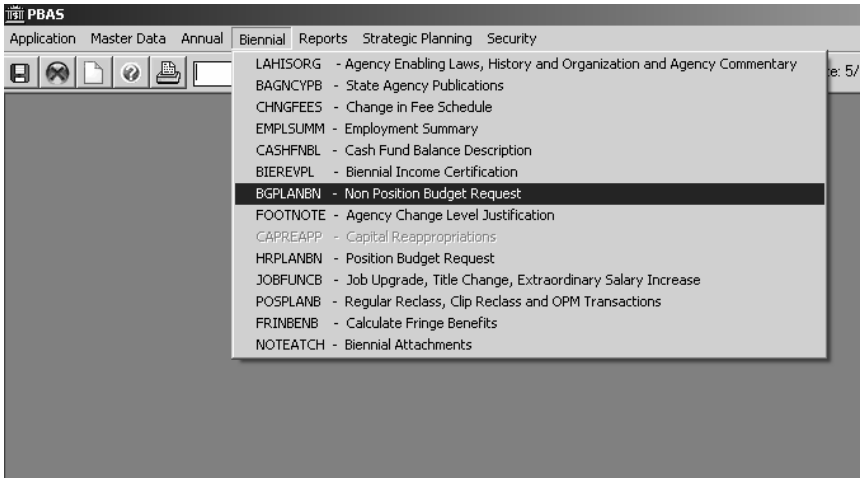


The change level appears directly below the base level for the cost element changed.

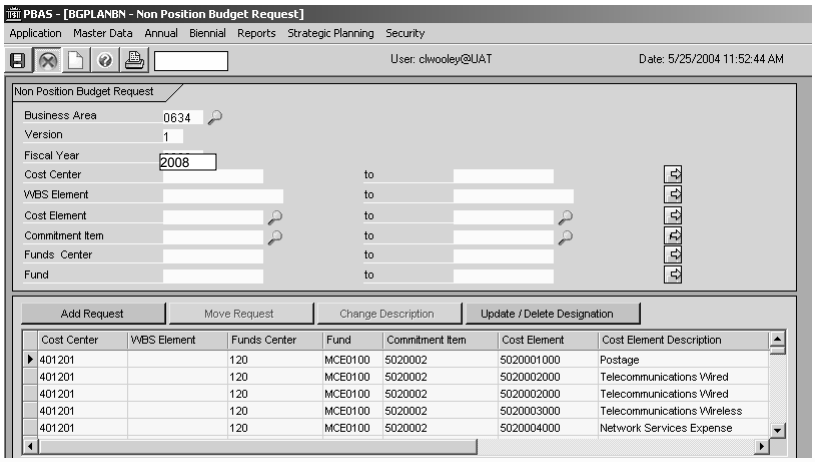
Exercise: Add the change level 01 for the cost center and cost element from the data sheet.

C02 New Program

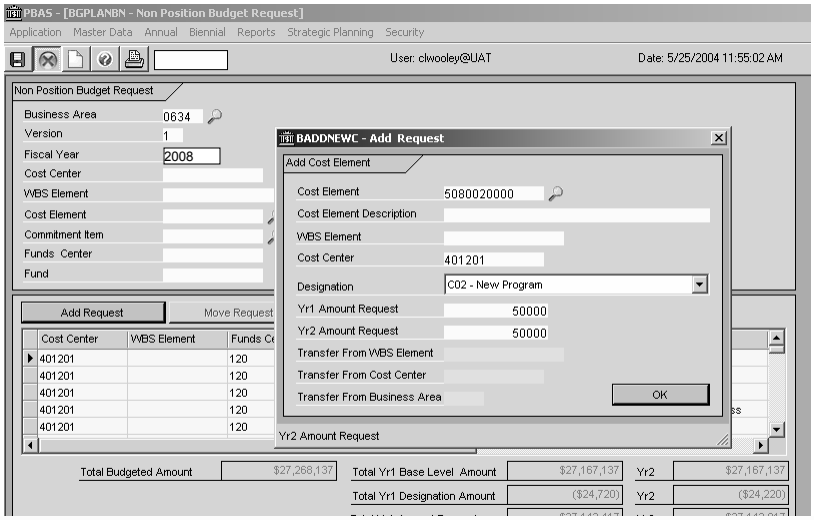
- This change level designation is used when additional appropriation is needed in a new program within the Agency.



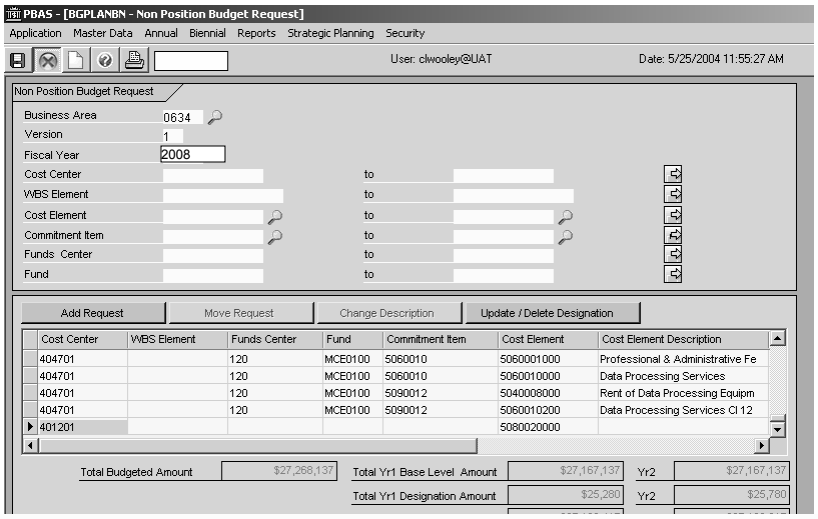
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



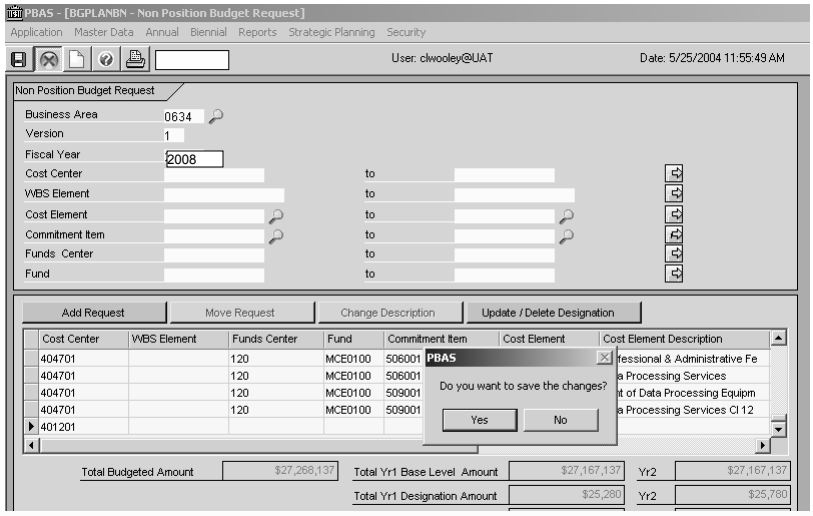
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element. Click the Add Request button.



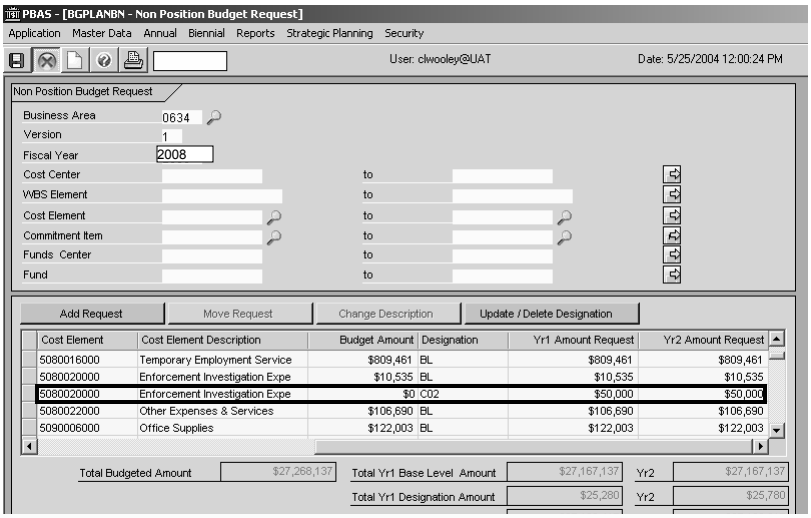
The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C02--New program. Enter the amounts requested for Yr 1 and Yr 2 and click OK.



The change appears at the bottom of the grid. Review the change before saving.



Click the save icon and then click yes to save the changes.

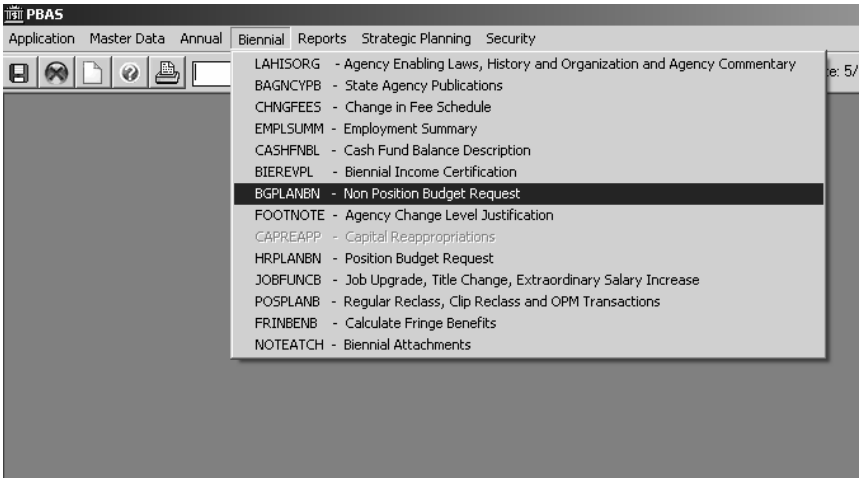


The change level appears without a base level for the cost element changed.

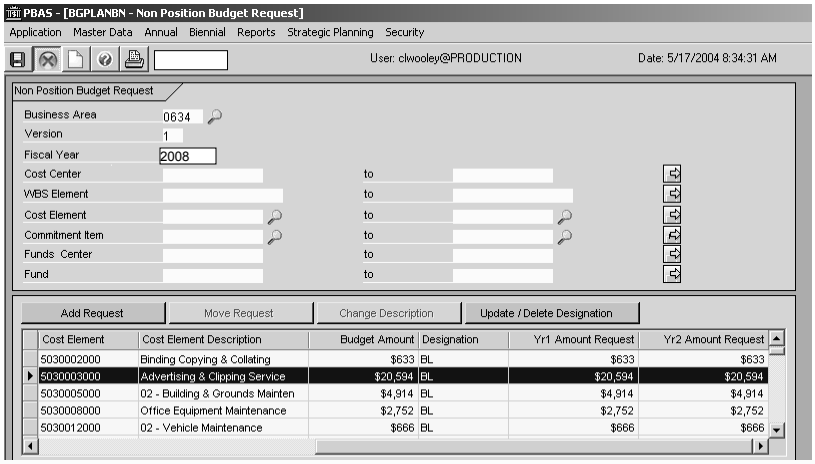
Exercise: Add the change level 02 for the cost center and cost element from the data sheet.

C03 Discontinue Program

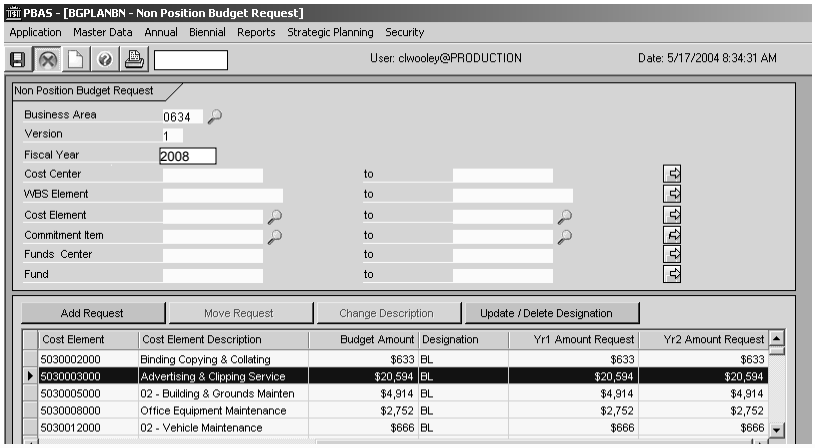
- This change level designation is used when an existing program or part of a program is no longer needed within the Agency.



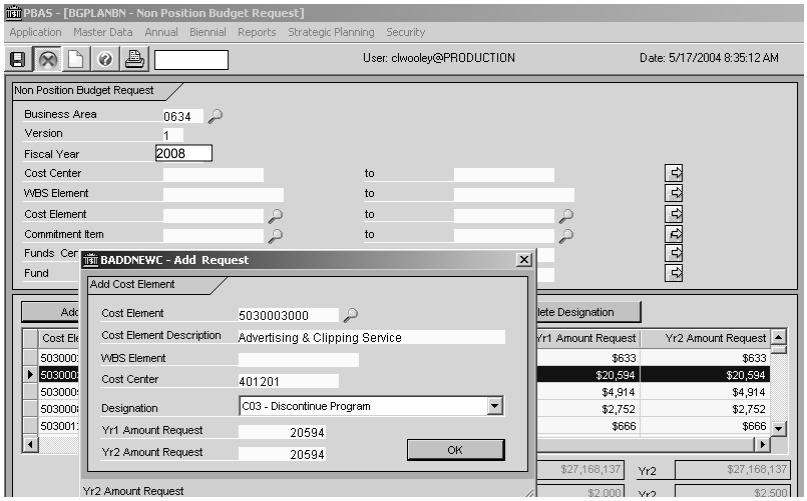
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



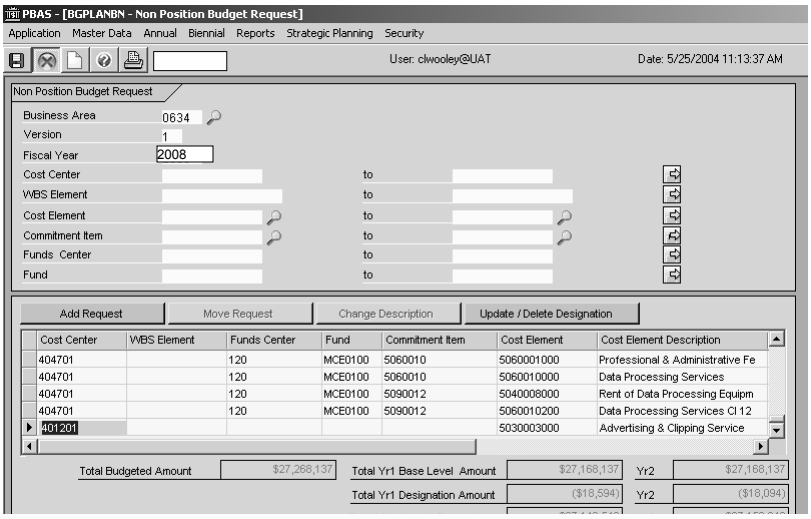
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



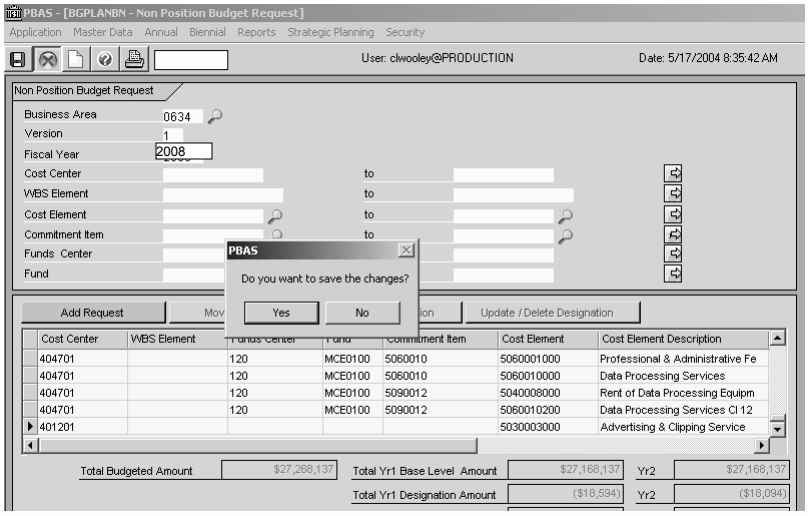
Select the line containing the cost element to be discontinued by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.



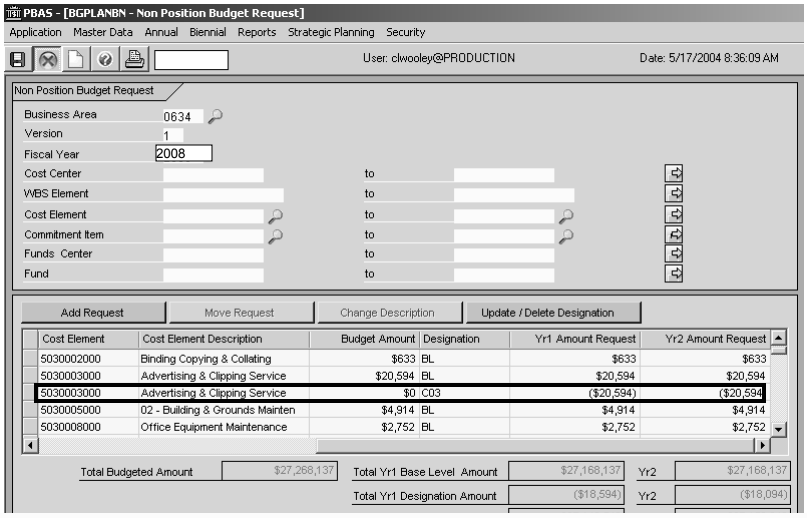
The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C03--Discontinue program. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.



The change appears at the bottom of the grid. Review the change before saving.



Click the save icon and then click yes to save the changes.



The change level appears directly below the base level for the cost element changed.

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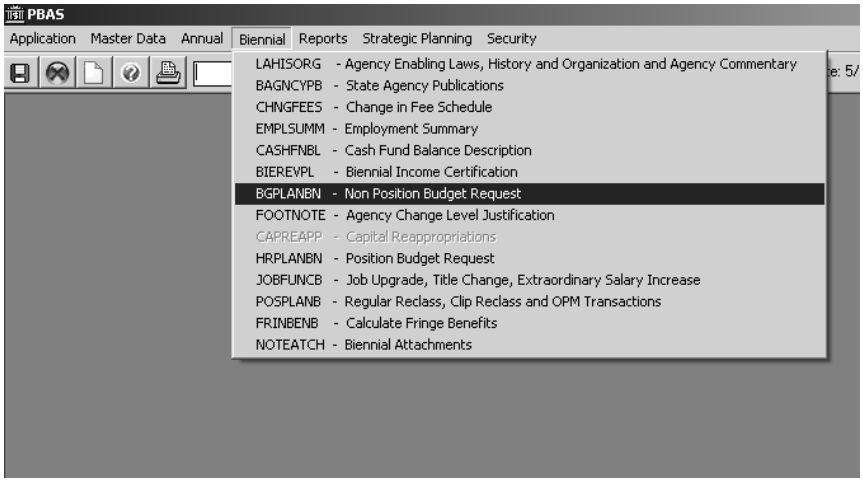
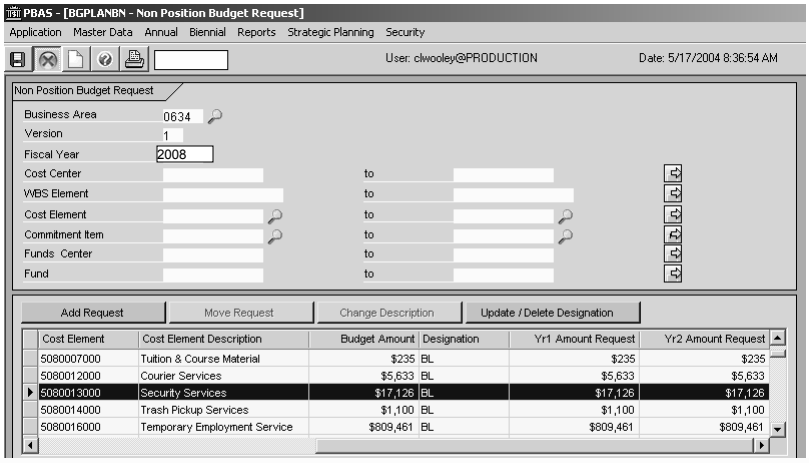
Exercise: Add the change level 03 for the cost center and cost element from the data sheet.

C07 Transfer Program

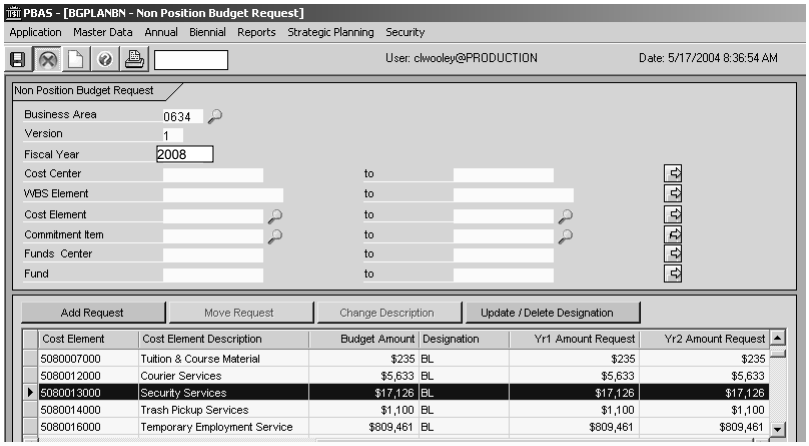
- This change level designation is used when an existing program (or part of a program) is being transferred to another Agency. A negative amount will be reflected in the sending Agency and a positive amount in the receiving Agency.



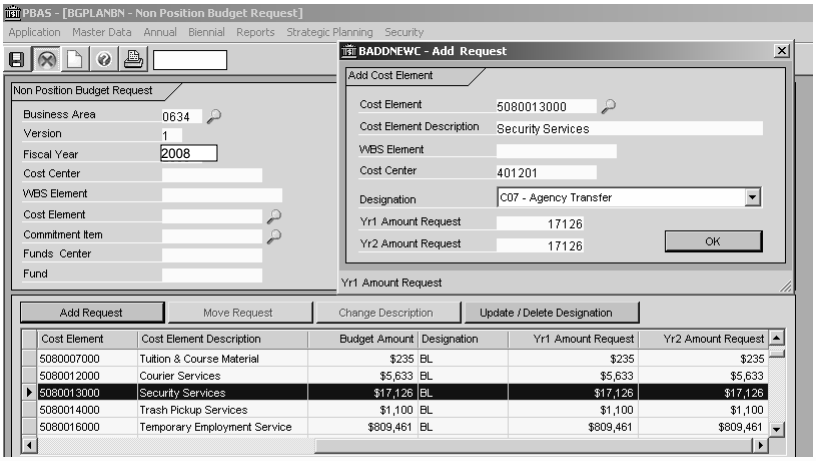
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



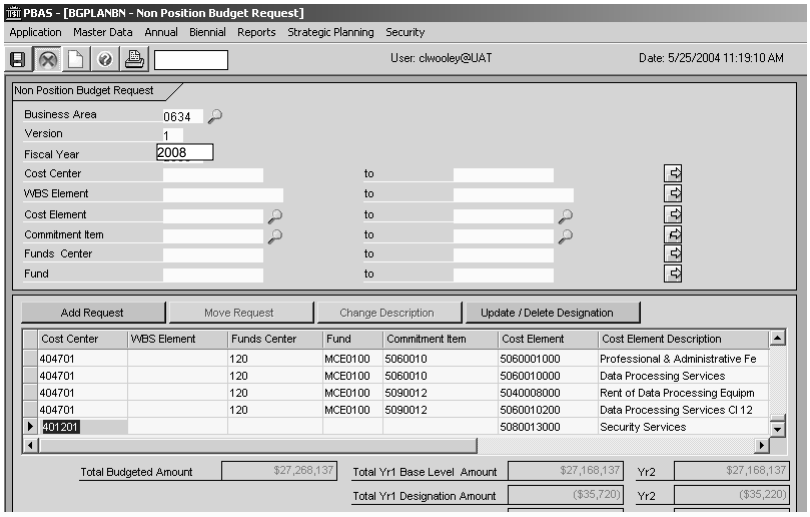
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



Select the line containing the cost element to be moved by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.



The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C07—Agency Transfer. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.



The change appears at the bottom of the grid. Review the change before saving.

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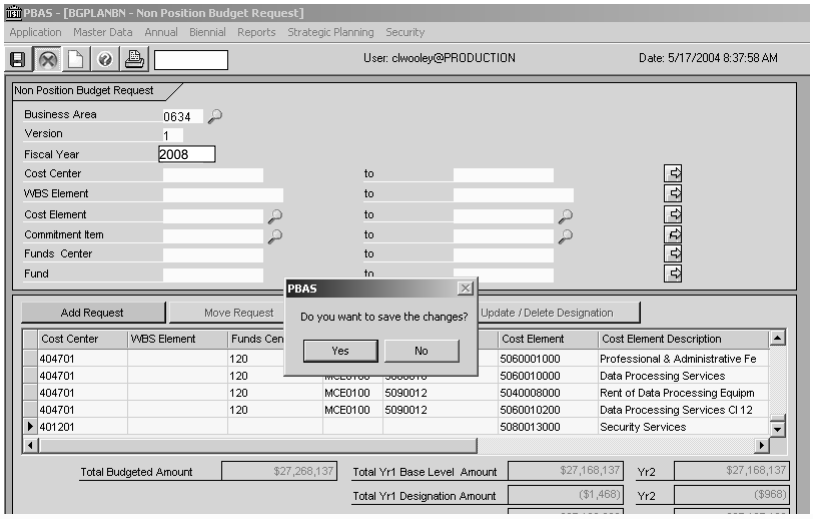
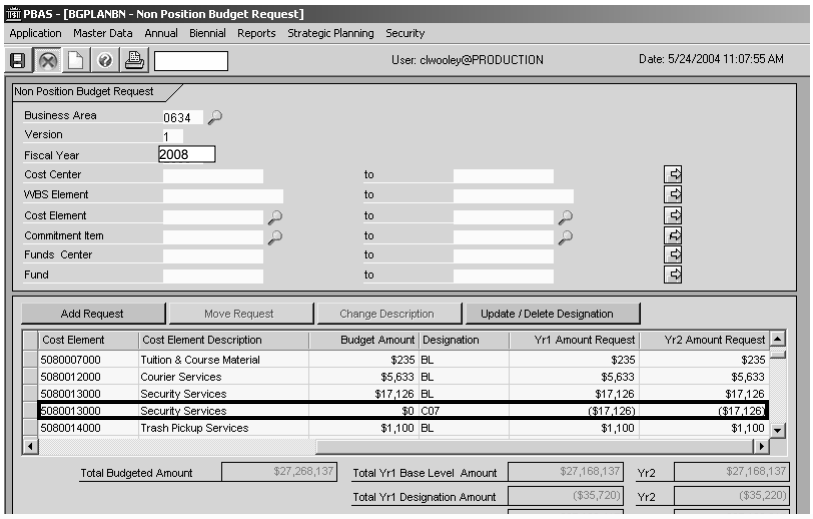


Click the save icon and then click yes to save the changes.

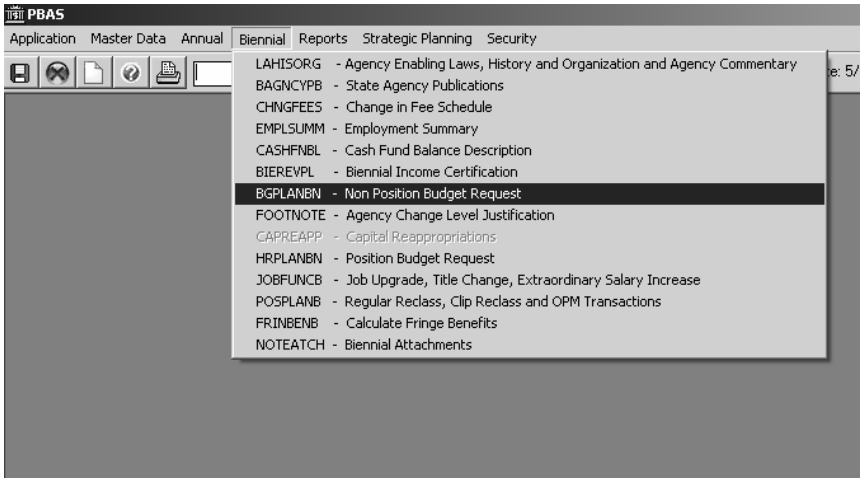


The change level appears directly below the base level for the cost element changed.

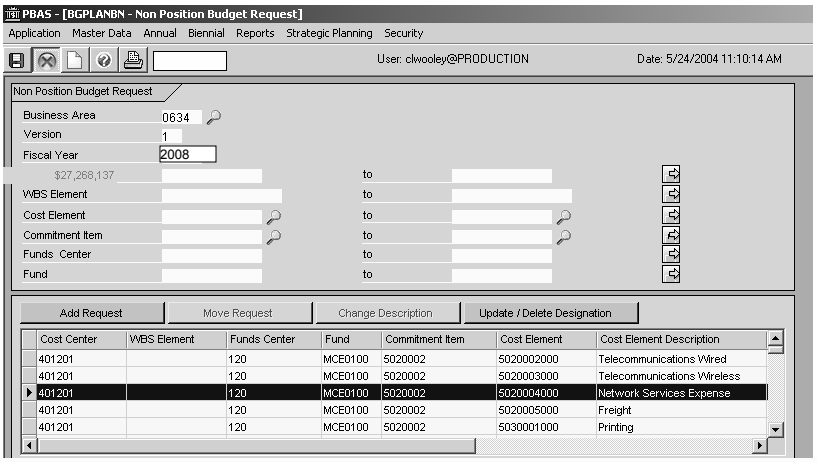
Exercise: Add the change level 07 for the cost center and cost element from the data sheet.

C08 Technology

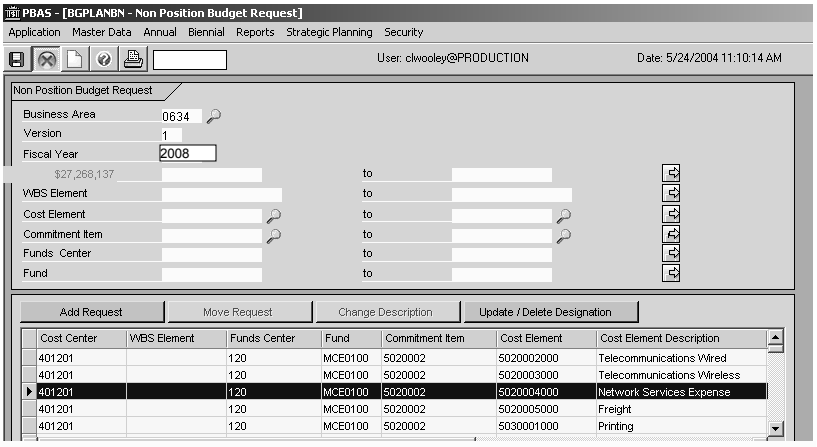
- This change level designation is used when an existing program or a new program has technology requests within the Agency.



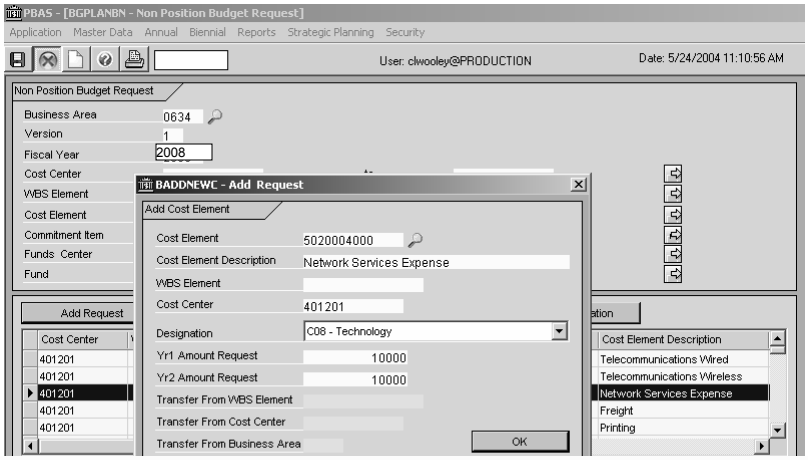
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



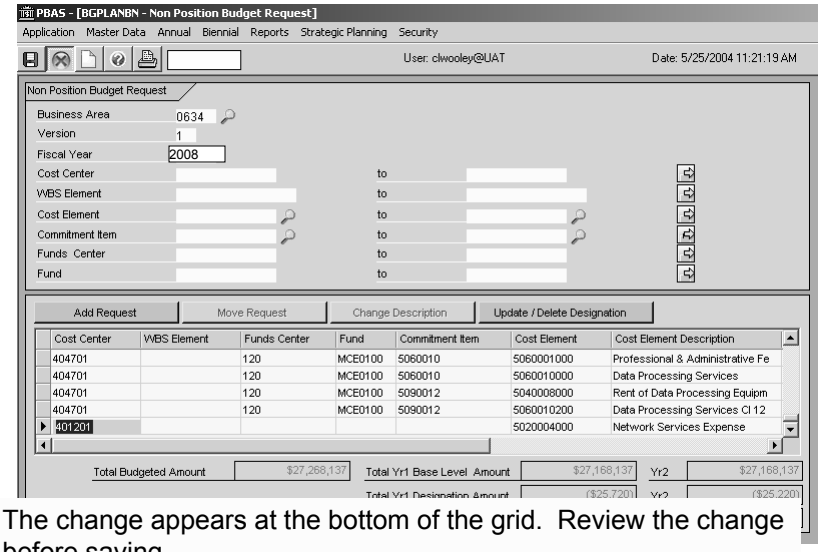
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



Select the line containing the cost element to be moved by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.

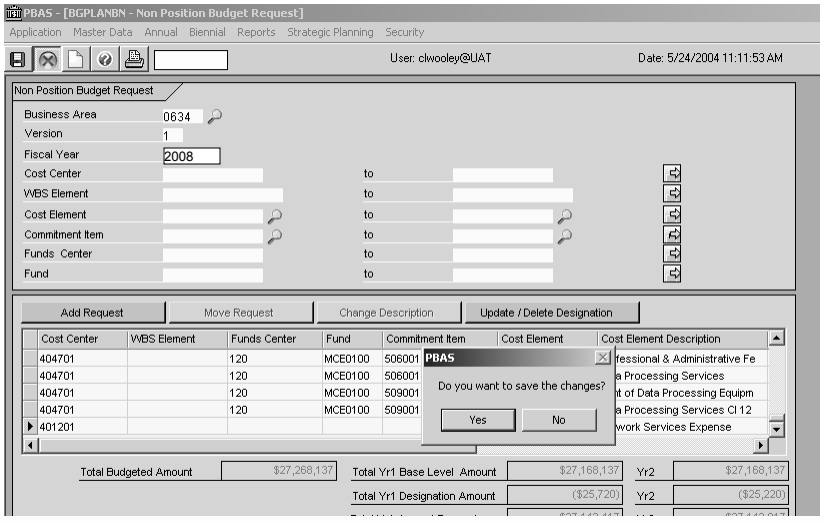


The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C08—Technology. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

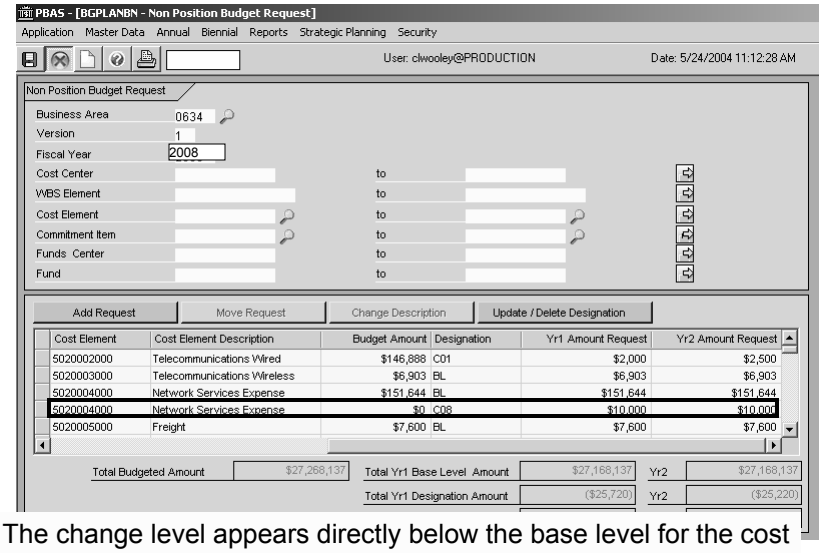


The change appears at the bottom of the grid. Review the change before saving.

2-43



Click the save icon and then click yes to save the changes.



The change level appears directly below the base level for the cost element changed.

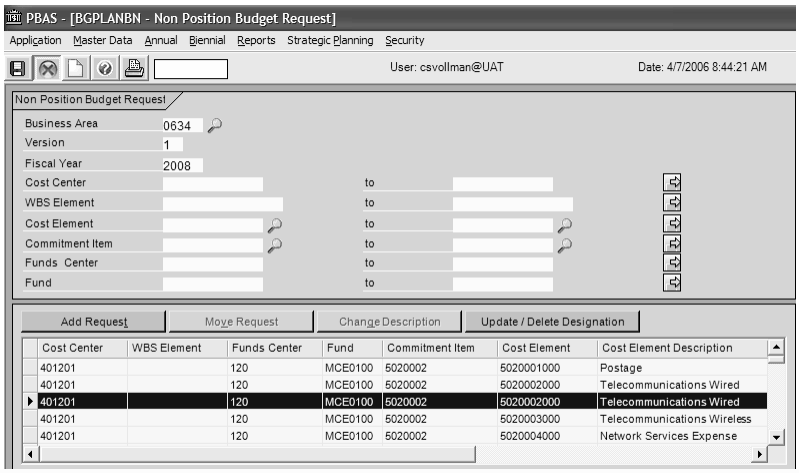
Exercise: Add the change level 08 for the cost center and cost element from the data sheet.

Base Level

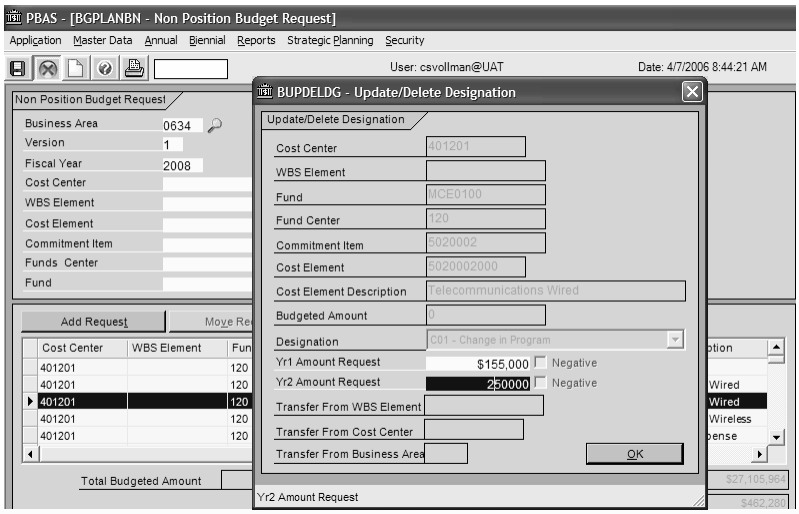
- This designation represents the base level established for an Agency. Adjustments to Base Level are only made by DFA Office of Budget. Normally the only adjustments to Base Level are to back out an MFG and/or Cash Increase Letter from the Annual Operations Plan. There are other special situations that allow adjustments to Base Level, but should be cleared by your Manager before making the adjustment.

Error Corrections

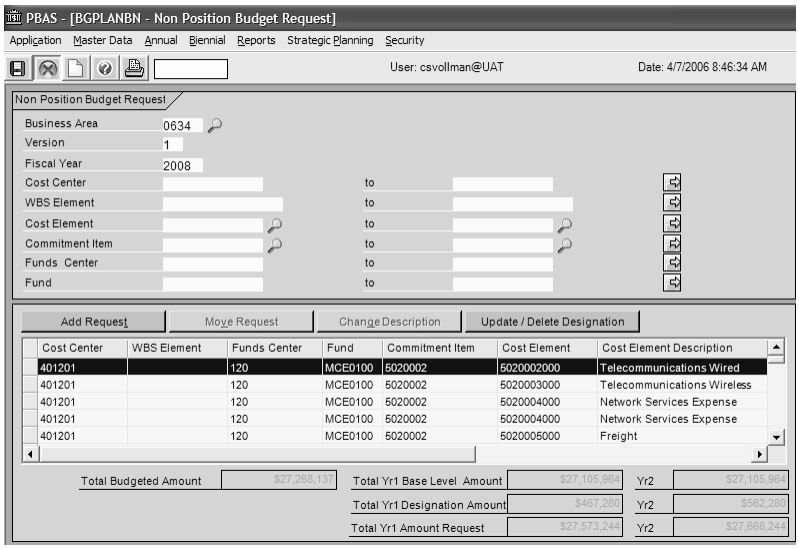
- To make a correction to a change level after saving it, use the Update/Delete Designation Key.



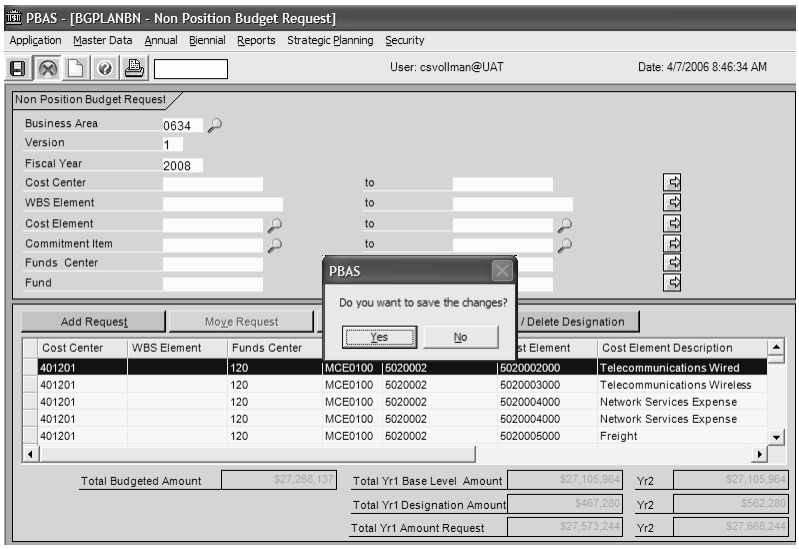
Select the line containing the change level to be corrected by clicking the gray box in front of it. The selected line will be highlighted. Click on the Update/Delete Designation Button.



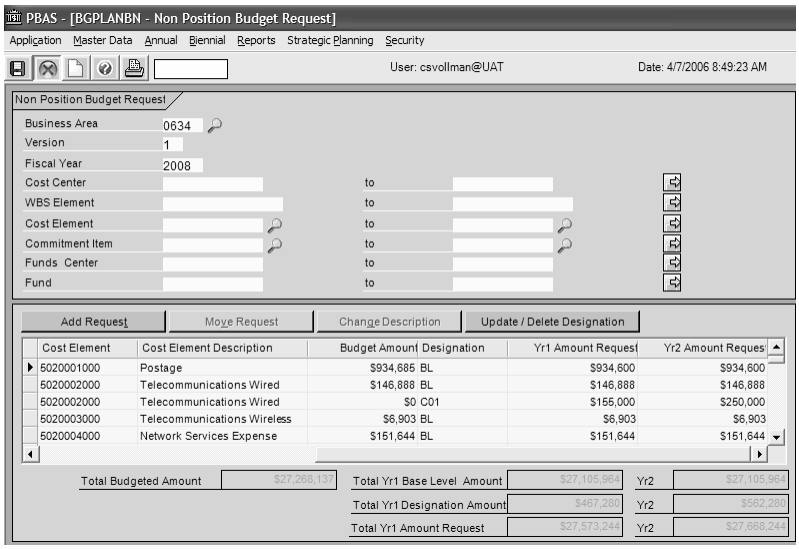
The Update/Delete Designation box will pop up. Enter the correct amount for Yr 1 and Yr 2 and click OK.



The change is displayed. Review the change before saving.



Click the save icon and then click yes to save the changes.

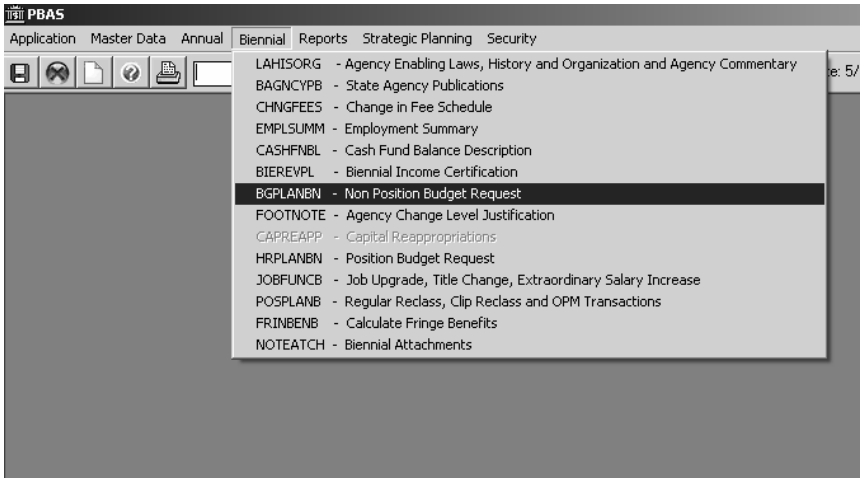


The change level is displayed after saving.

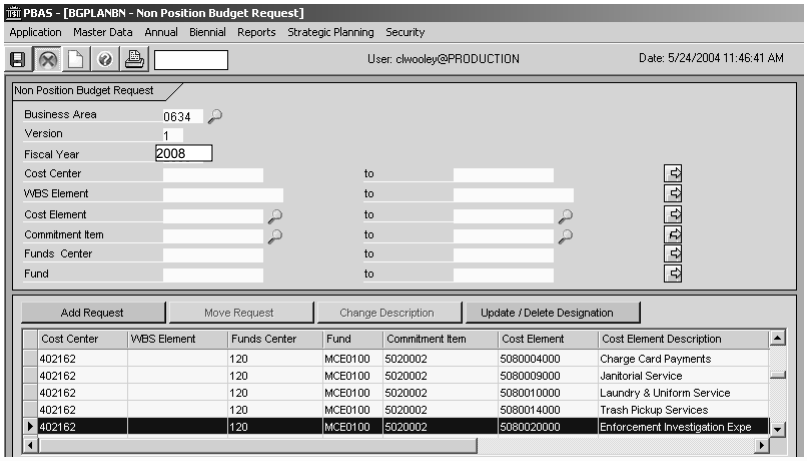
Exercise: Correct the saved change level from the data sheet.

C06 Restore Pool/MFG/Supplemental

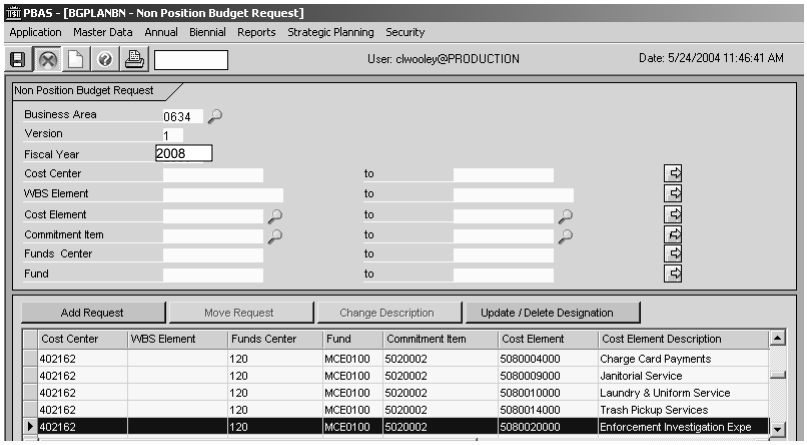
- This change level designation is used to request continuation of Pool/MFGs/Supplementals. These are transactions that occurred after the General Assembly and have to be acted on to be included in the Agency's 2007-2009 Appropriation Act.



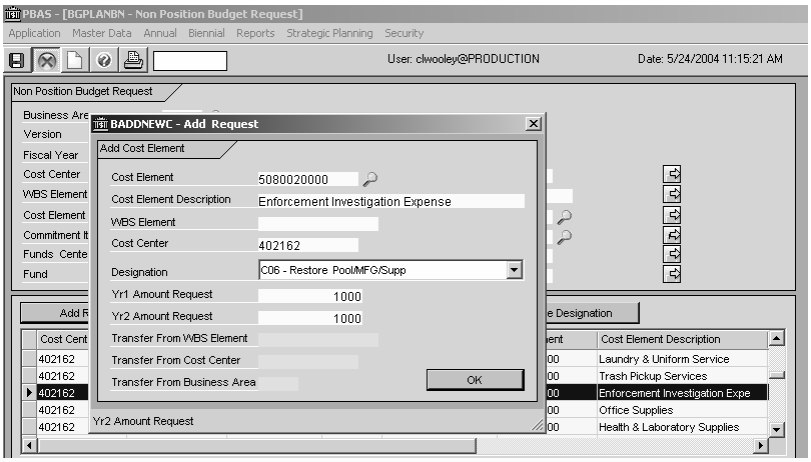
Select Biennial from menu
BGPLANBN – Non Position Budget Request.



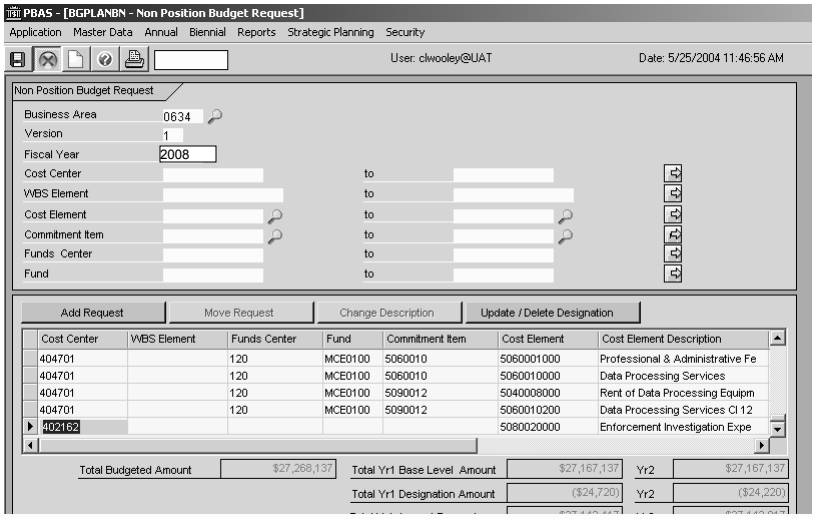
Enter the business area, Version 1 and Fiscal Year 2008. Press enter. The budget information will be displayed by cost center and cost element.



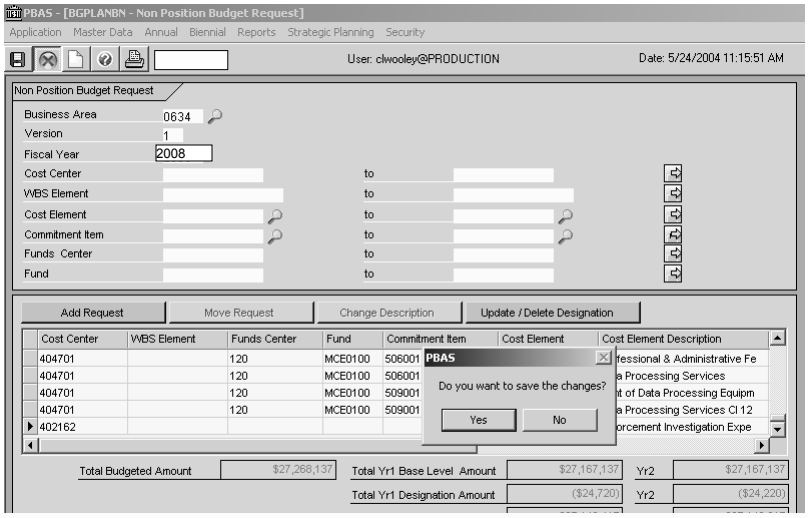
Select the line containing the cost element to be changed by clicking the gray box in front of it. The selected line will be highlighted. Click on the Add Request Button.



The Add Request box will pop up. Click the drop down arrow in the Designation box and choose C06—Restore Pool/MFG/Supp. Enter the amount of the change level for Yr 1 and Yr 2 and click OK.

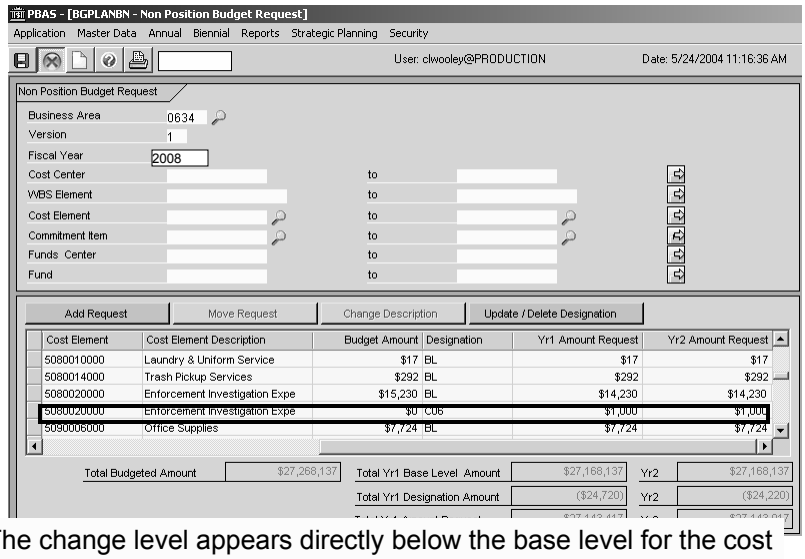


The change appears at the bottom of the grid. Review the change before saving.



Click the save icon and then click yes to save the changes.

Exercise: Add the change level 06 for the cost center and cost element from the data sheet.



The change level appears directly below the base level for the cost element changed.